COMOMAGINST 4355.1T
N3
11 Jun 03

COMOMAG INSTRUCTION 4355.1T

Subj: CALIBRATION AND CONTROL OF MINE TEST, MEASUREMENT AND DIAGNOSTIC EQUIPMENT

Ref: (a) OP 43P6A
(b) NAVSEAINST 4734.1A
(c) NAVSEA ST700-AM-GYD-010/METCAL
(d) SSP OD 63913 (Series) METPRO CD-ROM, Version 2.0
(e) Automated Information System Personal Computer (AISPC) software
(f) COMOMAGINST 1221.1K
(g) COMOMAGINST 8550.13M

1. Purpose. To provide guidance on calibration and control of Underwater Mine Test Equipment and General Purpose Electronic Test Equipment (GPETE).

2. Cancellation. COMOMAGINST 4355.1S.

3. Discussion. References (a) through (d) provide detailed guidance for the operation of Navy Calibrations Laboratories and the management of Test, Measurement and Diagnostic Equipment (TMDE). Reference (d) is the METPRO CD-ROM published by Measurement Science Directorate (MS-34), Corona Division, Naval Surface Warfare Center. Because this CD-ROM contains a database that is updated several times yearly, if the CD-ROM currently held is more than three months old, Mobile Mine Assembly Unit/Detachment (MOMAU/MOMAD) personnel will contact NAVSURFWARCEN DIV Corona, CA to ensure they hold the most recent version. Reference (e) is software that provides a management tool used to control TMDE inventory, track calibration requirements and report calibration readiness to higher authority. Reference (f) provides requirements for certification of calibration laboratory personnel within MOMAG.

4. Action

a. Personnel. MOMAU/MOMAD Commanding Officers/Officer-in- Charge (COs/OIC) are responsible for the provisions of this instruction and the procedures listed in references (a) through (g). Personnel possessing NEC 1205 and those recertified per reference (f) are the only personnel authorized to perform calibration or repair of TMDE as specified under paragraph 4(b)

b. Authorized Calibration Level and Phase. Per references (a) and (d), MOMAU/MOMAD Field Calibration Activities (FCAs) are Level IV activities authorized to perform calibration and/or repair of Phase G

and Phase D1A equipment only. Only equipment listed in reference (d) as Phase G or Phase D1A may be calibrated at MOMAU/MOMAD FCAs. All other equipment must be forwarded to an authorized naval calibration facility for calibration or repair. Additionally, MOMAU/MOMAD FCAs are not authorized to repair Phase D1A equipment. Phase D1A equipment that is broken or will not meet calibration requirements must be either forwarded to an authorized repair facility or disposed of.

c. Scheduling. Reference (d) provides required calibration intervals for all TMDE. Equipment calibration will be staggered in order to provide a balanced workload and to ensure required equipment is available for normal operations. Reference (e) will be used to schedule calibration procedures.

d. Instrument Calibration Procedures. Per reference (a), only approved Instrument Calibration Procedures (ICPs) may be used to certify the calibration of TMDE. The most recent ICPs are available in reference (d). FCA personnel will verify the applicability and timeliness of ICPs prior to performing calibration.

e. Allowance. MOMAU/MOMAD TMDE allowance levels are set forth in the Mine Allowance Database (MAD). Requests for changes in TMDE allowance levels should be forwarded per reference (g).

f. Reporting

(1) The receipt or transfer of underwater mine test sets will be reported to Naval Ammunition Logistics Center (NALC) and COMOMAG via an Ammunition Transaction Report (ATR). Changes in test set condition codes will also be reported via an ATR.

(2) All calibration actions will be reported to the Measure Operational Control Center (MOCC), Norfolk, VA via an Automated Information System Personal Computer (AISPC) transaction. These actions will include calibration completed by MOMAU/MOMAD FCAs and calibrations performed by naval calibration laboratories. MOMAU/MOMAD FCA personnel will report calibrations completed by outside activities when the TMDE is returned to the FCA, with the appropriate calibration sticker affixed.

(3) Updated copies of the AISPC database will be forwarded to MOCC via e-mail or diskette prior to the 15th and 30th of each month. If transactions are forwarded via diskette, the diskette must be shipped via a means that will normally ensure delivery within five business days. Database copies received from MOCC will be installed immediately upon receipt. This will ensure FCA's, MOCC's and COMOMAG's copy of the database is accurate.

g. Stowage. All TMDE will be stored in a manner to preclude issuing or using reject or out of calibration equipment. FCA personnel will maintain separate, secure storage areas for calibration standards and inactive TMDE. Reject TMDE must be placed in the quality assurance impound. Extreme caution must be taken to ensure inactive or reject TMDE or calibration standards are not issued for use in mine production operations.

h. Disposition

(1) Disposition of all reject underwater mine test sets reported through CAIMS will be requested from COMOMAG (N3). Upon direction from COMOMAG (N3), reject items will be shipped and the transfer reported via an ATR.

(2) Disposition of all reject or excess General Purpose Electronic Test Equipment (GPETE) and calibration standards will be requested from COMOMAG (N3). Upon direction, these items will be shipped or disposed of and the transfer tracked via a NAVSUP 1140 or DD 200. Copies of applicable documentation will be forwarded to COMOMAG (N3).

/s/
T. W. AUBERRY

Distribution:
COMOMAG 5216.1T
List I
List II (Case A, Case B (COMINEWARCOM only))
List III